



CITY OF CARMEL, INDIANA - DEPARTMENT OF COMMUNITY SERVICES

# TEMPORARY USE APPLICATION

## TEMPORARY CONSTRUCTION OR SALES FACILITY

DIVISION OF BUILDING AND CODE SERVICES

**INCOMPLETE APPLICATIONS WILL DELAY PERMIT REVIEW.**

TEMPORARY USE REGULATIONS AND PERMIT REQUIREMENTS ARE ON BACK OF APPLICATION.

This application is for temporary uses utilized in temporary structures for construction offices, material or supply storage, or temporary sales facilities. Temporary Construction Facilities are regulated by §25.08 Additional Use Regulations of the Carmel Zoning Ordinance.

**\* Each Construction Facility trailer will require a separate application.\***

### APPLICANT/ COMPANY INFORMATION (PLEASE PRINT OR TYPE)

APPLICANT NAME: \_\_\_\_\_ PHONE #: ( ) \_\_\_\_\_

COMPANY/BUILDER NAME: \_\_\_\_\_ FAX #: ( ) \_\_\_\_\_

ADDRESS OF COMPANY/BUILDER: \_\_\_\_\_  
ADDRESS CITY STATE ZIP CODE

PROPERTY OWNER NAME & ADDRESS: \_\_\_\_\_

\*Should a violation (signage or general use) arise during the operation of this temporary use, the applicant (who must be an individual) will be the individual contacted by the City of Carmel to resolve the violation.

### TEMPORARY USE INFORMATION ☐ CONSTRUCTION FACILITY ☐ SALES FACILITY

SUBDIVISION/PROJECT NAME: \_\_\_\_\_ MOBILE UNIT CERTIFICATION #: \_\_\_\_\_

ADDRESS OF PROPOSED USE: \_\_\_\_\_

### CERTIFICATION AND NOTICE OF INTENT TO COMPLY

IT IS THE RESPONSIBILITY OF THE APPLICANT TO APPLY FOR THE PERMIT EXTENSION PRIOR TO EXPIRATION OF THE PERMIT. ANY TEMPORARY CONSTRUCTION FACILITY OPERATING WITHOUT A VALID PERMIT SHALL BE CONSIDERED A CIVIL ZONING VIOLATION SUBJECT TO ENFORCEMENT ACTION BY THE CITY OF CARMEL.

TEMPORARY SALES FACILITIES WISHING TO OPERATE IN EXCESS OF THE PERMITTED DURATION REQUIRE A VARIANCE FROM THE BOARD OF ZONING APPEALS WHICH MAY BE APPLIED FOR IN THE DIVISION OF PLANNING AND ZONING.

I hereby certify that I have the authority to make the foregoing application, that the application and plans filed with the application are correct, and that the operation and conduct of the temporary use will conform to the regulations of the Carmel Zoning Ordinance.

Signature of Applicant/Agent of Builder (REQUIRED) \_\_\_\_\_

Signature of Property Owner (REQUIRED) \_\_\_\_\_

### OFFICE USE ONLY (DO NOT WRITE IN)

PERMIT #: _____	PARCEL #: _____	<b>PERMIT FEES:</b>
APPLICATION REVIEWED BY: _____	DATE: ____ / ____ / ____	<input type="checkbox"/> \$277.50 (Temporary Use Fee)
FINAL C/O ISSUED ON: ____ / ____ / ____	ZONING: _____	<input type="checkbox"/> \$104.00 (Site Inspection Fee)
		<input type="checkbox"/> \$83.00 (Sign Permit Fee)
		TOTAL FEES DUE: \$ _____

**THIS TEMPORARY USE PERMIT WAS ISSUED ON \_\_\_\_ / \_\_\_\_ / \_\_\_\_**  
**AND IS VALID FOR \_\_\_\_\_ MONTHS, UNTIL \_\_\_\_ / \_\_\_\_ / \_\_\_\_.**

Six-month extension granted by \_\_\_\_\_ on \_\_\_\_ / \_\_\_\_ / \_\_\_\_, until \_\_\_\_ / \_\_\_\_ / \_\_\_\_.  
Six-month extension granted by \_\_\_\_\_ on \_\_\_\_ / \_\_\_\_ / \_\_\_\_, until \_\_\_\_ / \_\_\_\_ / \_\_\_\_.  
Six-month extension granted by \_\_\_\_\_ on \_\_\_\_ / \_\_\_\_ / \_\_\_\_, until \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

# TEMPORARY USE REGULATIONS AND CHECKLIST TEMPORARY CONSTRUCTION FACILITY OR SALES FACILITY

## REGULATIONS:

- REFER TO **§25.08 OF THE CARMEL ZONING ORDINANCE FOR THE FOLLOWING REGULATIONS:**
- **PERMITTED ZONING DISTRICTS:** May be permitted in all zoning districts as a temporary use ONLY, provided the use would NOT detrimentally affect the health, welfare, safety, or morals of the neighborhood under construction.
- **DURATION OF TEMPORARY USE:**
  - TEMPORARY CONSTRUCTION FACILITY: May not exceed eighteen (18) months. Provided the applicant submits in writing to the Department of Community Services prior to the expiration of permit, the use may be extended by increments of up to eighteen (18) months. The temporary construction facility must be removed within thirty (30) upon the issuance of a Certificate of Occupancy for the project and the temporary use permit shall expire at the end of that thirty (30) days.
  - TEMPORARY SALES FACILITY: This permit is valid for four (4) months or upon the issuance of the certificate of occupancy for the project's first model home, WHICHEVER OCCURS FIRST.
- **SIGNAGE:**
  - TEMPORARY CONSTRUCTION FACILITY: Only one sign not to exceed thirty-two (32) square feet is permitted to identify the contractor/builder utilizing the temporary construction facility. The sign must be located on the temporary construction facility and a diagram or illustration of the sign must be submitted with this permit application.
  - TEMPORARY SALES FACILITY: One ground sign is permitted per hundred lots and may NOT be larger than six (6) square feet in size and may NOT be taller than three (3) feet in height. Sign(s) must be located on the same lot as approved model home and shall not interfere with Vision Clearance and shall be a minimum of ten (10) feet from the street right-of-way.

## CHECKLIST FOR APPLICATION:

1. ☐ **TEMPORARY USE APPLICATION:** Two (2) copies of completed application are required with signatures.
  - a. ADDRESS: If the permanent address for the property is unknown, you should contact Operations Supervisor William Akers of the Department of Communications at (317) 571-2586 or at [wakers@carmel.in.gov](mailto:wakers@carmel.in.gov).
2. ☐ **LEGAL DESCRIPTION:** Provide a legal description of the platted lot on which the temporary use will utilize.
3. ☐ **DEVELOPMENT PLAN/MAP:** Two (2) copies of a map which illustrates where the lot is located within the overall development or project site (indicate the specific lot on the plan). Context Map.
4. ☐ **SITE PLAN:** Two (2) copies are required which shows the following information:
  - a. Adjacent public road right-of-way
  - b. Location and footprint of model home/temporary sales office structure on the property; show applicable setbacks from the public right-of-way and adjacent property lines.
  - c. Adequate access and off-street parking facilities.
  - d. Photometric plan showing light intensity at the lot lines. If no lighting is to be installed, submit a written statement to this effect.
  - e. Location and diagram/illustration of ALL signs, regardless of whether or not a sign permit is required.
5. ☐ **FOR MOBILE UNITS:** Supply mobile unit certification number issued from State Fire Prevention & Building Safety, Division of Code Enforcement. And submit one copy of mobile unit structure plans (i.e. floor plan, overall dimensions, standard equipment, restroom facilities and egress).
6. ☐ **SIGN:** Supply a diagram or illustration indicating location and dimensions of the one permitted sign.

## REVIEW & APPROVALS:

The following Departments will review and approve all temporary use permit packages and may require inspections: Building & Code Enforcement, Planning and Zoning, and the Carmel Fire Department.

## FEES:

Temporary Use Fee (for Sales Facilities) is \$277.50. Site Inspection fee is \$104.00. Sign Permit fee is \$83.00